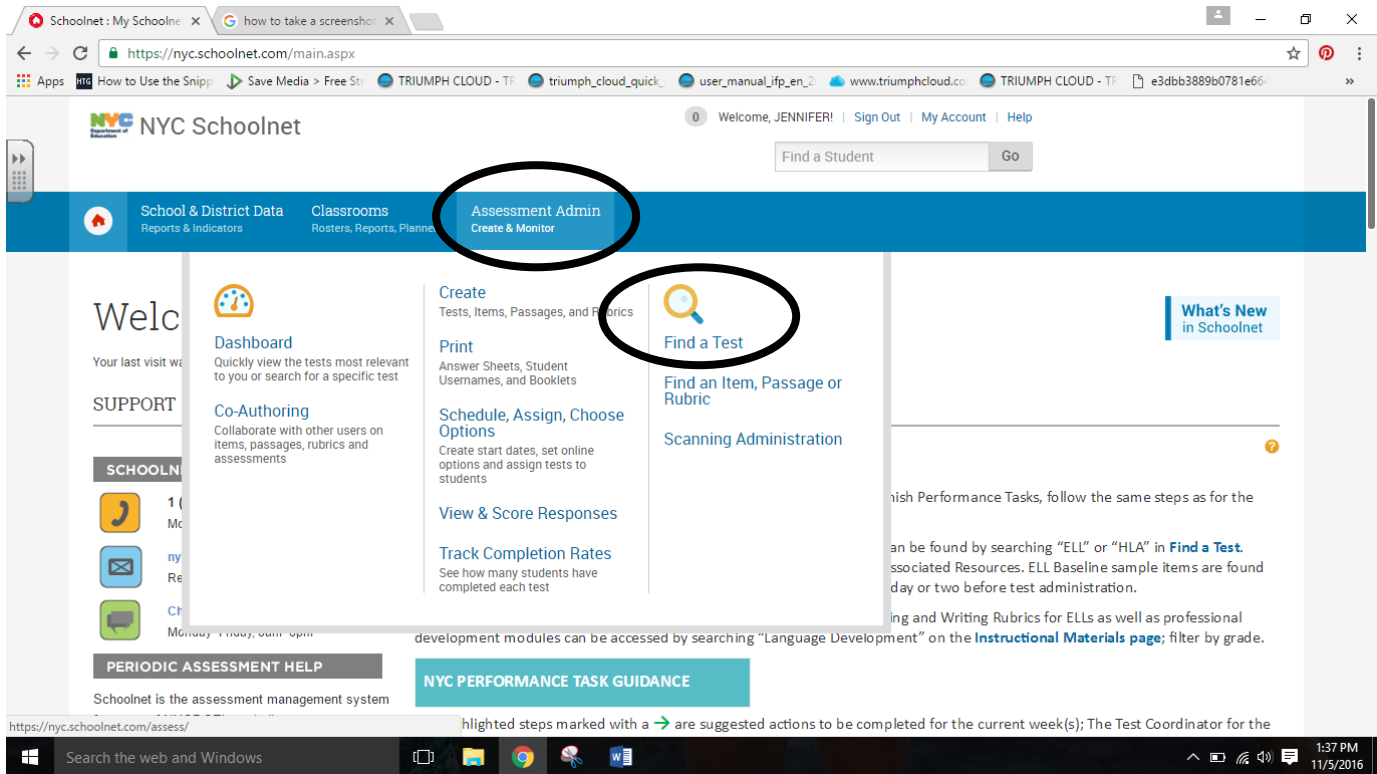


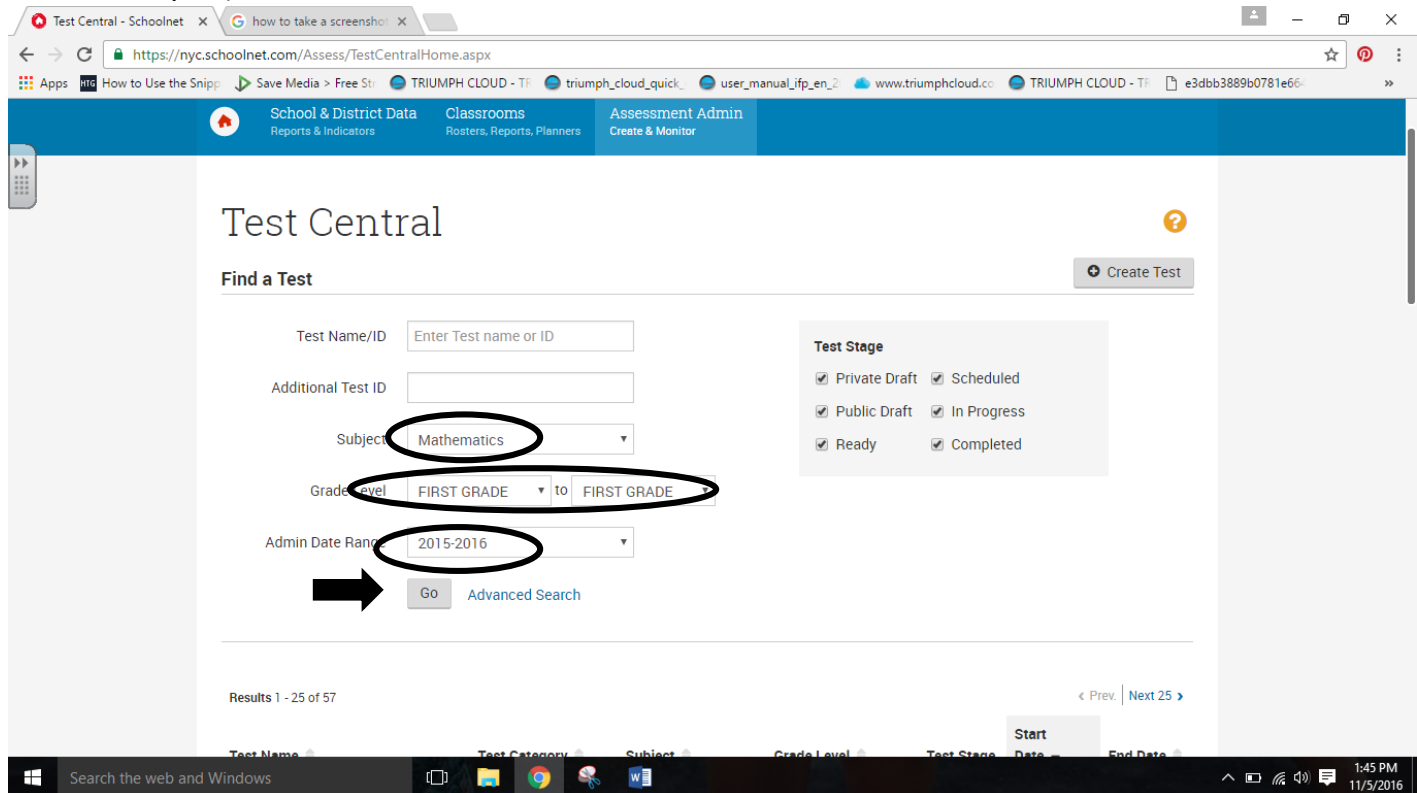
# Steps to COPY Assessments on Schoolnet

Log on to nyc.schoolnet.com (Use DOE Email Credentials)

1. Hover over the **ASSESSMENT ADMIN** category until the sub menu comes up. From there, choose to **FIND A TEST**.



2. Search for a test by narrowing down the assessments in the drop down menu. Make sure to choose **mathematics**, the correct **grade level** and the **2015-2016** school year (since the assessment was created last year) and click **GO**.



3. Scroll down to see the results of your search. Choose the assessment you would like to copy.

Results 1 - 16 of 16

Test Name	Test Category	Subject	Grade Level	Test Stage	Start Date	End Date
Go-Math Grade1 EOY 2015-2016	School Unit	Mathematics	FIRST GRADE	Completed	06/08/2016	06/24/2016
First Grade - Chapter 8	School Unit	Mathematics	FIRST GRADE	Completed	05/04/2016	06/28/2016
2015-16 NYCPT G1 MAT EOY	Central End of Year	Mathematics	FIRST GRADE	Completed	04/19/2016	06/24/2016
Go Math Grade 1 Chapter 7 2015-2016	School Unit	Mathematics	FIRST GRADE	Completed	03/31/2016	06/19/2016
Go Math Grade 1 MOY 2015-2016 Revised (COPY)	School Baseline	Mathematics	FIRST GRADE	Completed	03/03/2016	06/24/2016
Go math grade 1 chapter 5 2015-2016 (COPY)	School Unit	Mathematics	FIRST GRADE	Completed	02/23/2016	06/24/2016
Go math grade 1 chapter 5 2015-2016	School Unit	Mathematics	FIRST GRADE	Completed	02/22/2016	06/15/2016
2015-16 NYCPT G1 MAT MOY	Central Middle of Year	Mathematics	FIRST GRADE	Completed	02/02/2016	04/01/2016
Go Math Grade 1 Chapter 4 2015-2016	School Unit	Mathematics	FIRST GRADE	Completed	01/05/2016	06/28/2016
Go Math Grade 1 Chapter 3 2015-2016	School Unit	Mathematics	FIRST GRADE	Completed	12/08/2015	04/08/2016

4. You will now view all test details. On the left side menu, select **copy test**.

## Test Detail

Go-Math Grade1 EOY 2015-2016 (Test Key Only) [22923]

Online Passcode: FA6RE7

Test Stage: Private Draft Public Draft Ready To Schedule Scheduled In Progress **Completed**

Test Actions

- Copy Test**
- Answer Sheets
- Score Test
- View Usernames

Student Test Booklet (.doc)

Answer Key (.pdf)

Status & Student Comments

Schedule Information

Associated Resources

### Test Content

Item 1	Multiple Choice	Actions
	A	Correct Answer
	B	D
	C	Point Value
	✓ D	1
		Standard ID
		MA.1.1.OA.5
		more
Item 2	Multiple Choice	Actions
	A	Correct Answer
	B	D
	C	Point Value
	✓ D	1

5. **Edit the Test Name** to reflect our current school year. Please keep the assessment names consistent. **GO MATH: GRADE: CHAPTER: SCHOOL YEAR.**

NYC Schoolnet

Welcome, JENNIFER! | Sign Out | My Account | Help

Find a Student Go

School & District Data  
Reports & Indicators

Classrooms  
Rosters, Reports, Planners

Assessment Admin  
Create & Monitor

## Create: Manual Test

Test Name\* Go-Math Grade 1 EOY 2016-2017

Additional Test ID

Subject\* Mathematics

Grade Level\* FIRST GRADE to FIRST GRADE

Number of Items 40 ☐ All Multiple Choice

Test Category School Unit

Hide Item Content from Test Results ☐ Yes ☒ No

**NOTE: DO NOT CHANGE OR EDIT ANY OTHER DROPDOWN MENU. LEAVE EVERYTHING THE SAME.**

6. Scroll down and select **generate test**.

Score Type Total Score

Preferred Standards Document\* NY Common Core: Mathemat

Answer Key Only ☒ Yes ☐ No

Enable Assessment Notes ☐ Yes ☒ No

Test Item Defaults

Test Settings

Co-Authoring Settings

Cancel Clear Generate Test

## 7. Select **make public**.

The screenshot shows the 'Test Detail' page for 'Go-Math Grade 1 EOY 2016-2017 (Test Key Only) [25380]'. The page has a blue header with navigation links: 'School & District Data', 'Classrooms', and 'Assessment Admin'. Below the header, the test title is displayed. A 'Test Stage' bar shows 'Private Draft', 'Public Draft', 'Ready To Schedule', 'Scheduled', 'In Progress', and 'Completed'. A large blue button labeled 'Make Public' is on the right, with a black arrow pointing to it. The left sidebar contains 'Test Actions' (Copy Test, Delete this Test), 'Co-Authoring Settings', and 'Schedule Information'. The main content area shows 'Instructions' (Add Instructions) and 'Test Content' (Add Item). A sample item is shown: '1 Multiple Choice' with options A, B, C, and D (marked correct). The 'Actions' dropdown for this item shows 'Correct Answer D' and 'Point Value 1'.

## 8. Select **ready to schedule**.

The screenshot shows the same 'Test Detail' page, but the 'Ready to Schedule' button is highlighted with a black arrow. The 'Test Stage' bar now shows 'Public Draft' as the active stage. The left sidebar has changed to include 'Schedule Information', 'Associated Resources', 'Test Properties', and 'Test Item Defaults'. The 'Test Content' section now includes a 'more' link at the bottom. The sample item '1 Multiple Choice' still shows the correct answer 'D' and point value '1', but the 'Standard ID' is now visible as 'MA.1.1.OA.5'.

9. A pop up will appear. Click on **OK** to continue.

Test Detail

Go-Math Grade 1 EOY 2016-2017

Test Stage: Private Draft, Public Draft, Ready To Schedule, Scheduled, In Progress, Completed

Test Actions:

- Copy Test
- Delete this Test
- Student Test Booklet (.doc)
- Answer Key (.pdf)

Schedule Information

Associated Resources

Test Properties

Test Item Defaults

Instructions

Add Instructions

Test Content

Add Item

Item	1	Multiple Choice	Actions
	A		Correct Answer
	B		D
	C		Point Value
	✓ D		1
			Standard ID
			MA.1.1.OA.5

more

10. Select **schedule**.

Test Detail

Go-Math Grade 1 EOY 2016-2017 (Test Key Only) [25380]

Test Stage: Private Draft, Public Draft, Ready To Schedule, Scheduled, In Progress, Completed

Test Actions:

- Copy Test
- Delete this Test
- Student Test Booklet (.doc)
- Answer Key (.pdf)

Schedule Information

Associated Resources

Test Properties

Test Item Defaults

Test Content

Item	1	Multiple Choice	Actions
	A		Correct Answer
	B		D
	C		Point Value
	✓ D		1
			Standard ID
			MA.1.1.OA.5

more

Item	2	Multiple Choice	Actions
	A		Correct Answer
	B		D
	C		Point Value
	✓ D		1

11. Within the Test Settings, select the **Start Date** (the current date) and **End Date** (June 23rd).

Schedule a Test: Test Settings

Go-Math Grade 1 EOY 2016-2017 [25380]

[View Details](#)

Test Stage: Private Draft Public Draft **Ready To Schedule** Scheduled In Progress Completed

SUBJECT: Mathematics ADMINISTRATION DATES: Not Scheduled

GRADE LEVEL: FIRST GRADE COLLECTION STATUS: Not Started

Test Settings

Start Date\* mm/dd/yyyy

End Date\* mm/dd/yyyy

Score Due Date\* mm/dd/yyyy

☐ Prevent the students from accessing the test results until after the end date

☐ Prevent scanning of answer sheets after the Score Due Date (Scanit Only)

12. Scroll down to the bottom and select **edit assignment**.

☐ Enforce test time

☐ Timed Test

☐ Track and Display Student Response Times

☐ Scramble question order (will override custom question labels in student's online test)

☐ Scramble answer choices (applies to specific items ⓘ)

☒ Allow students to pause test

☐ Allow only assigned students to take test

Assignment for 12X300 The School of Science and Applied Learning

☒ Assign to students ☐ Recommend to teachers

Test is currently unassigned

Accept Quick Assignment: 1 Course (Mathematics, Grade FIRST GRADE) in 1 School

[Edit Assignment](#)

Save Cancel

13. From the Department drop down menu, select **OFFICAL\_CLASS** and select **GO**.

Assignment: Select Courses

Go-Math Grade 1 EOY 2016-2017 [25380]

[View Details](#)

Online Passcode: MY9TE9PA

Test Stage: Private Draft | Public Draft | Ready To Schedule | Scheduled | **In Progress** | Completed

SUBJECT: Mathematics ADMINISTRATION DATES: 11/5/2016 - 6/23/2017  
GRADE LEVEL: FIRST GRADE COLLECTION STATUS: Not Started

Select Courses

Course:

Department: **OFFICAL\_CLASS**

Grade:  to  **Go**

[Limit by Schools](#) [Assign by Sections](#)

14. Select **Course Name** to select all classes and then **Add Selected**.

Grade:  to  **Go**

[Limit by Schools](#) [Assign by Sections](#)

Choose courses **2** Add Selected  
Remove Selected

Selected courses

Results 1 - 5 of 5

<b>1</b>	Course Name	Course ID	# of Sections
<input type="checkbox"/>	OFFICAL_CLASS 105 X300 0	X30020161050	1
<input type="checkbox"/>	OFFICAL_CLASS 115 X300 0	X30020161150	1
<input type="checkbox"/>	OFFICAL_CLASS 116 X300 0	X30020161160	1
<input type="checkbox"/>	OFFICAL_CLASS 210 X300 0	X30020162100	1
<input type="checkbox"/>	OFFICAL_CLASS 216 X300 0	X30020162160	1

No courses assigned.

15. All classes will now appear on the right side of the screen.

Department: OFFICIAL\_CLASS

Grade: FIRST GRADE to FIRST GRADE Go

Limit by Schools Assign by Sections

Choose courses Add Selected Remove Selected Selected courses

Your search did not return any unselected courses.

Course Name	Course ID
OFFICIAL_CLASS 105 X300 0	X30020161050
OFFICIAL_CLASS 115 X300 0	X30020161150
OFFICIAL_CLASS 116 X300 0	X30020161160
OFFICIAL_CLASS 210 X300 0	X30020162100
OFFICIAL_CLASS 216 X300 0	X30020162160

Done, View Summary >>

16. Scroll to the top of the page and select **View Details**.

NYC Schoolnet

Welcome, JENNIFER! Sign Out My Account Help

Find a Student Go

Back to Previous Page

# Assignment: Select Courses

## Go-Math Grade 1 EOY 2016-2017 [25380]

[View Details](#)

Online Passcode: MY9TE9PA

Test Stage: Private Draft Public Draft Ready To Schedule Scheduled In Progress Completed

SUBJECT: Mathematics ADMINISTRATION DATES: 11/5/2016 - 6/23/2017

GRADE LEVEL: FIRST GRADE COLLECTION STATUS: Not Started

Select Courses

5 Courses Selected 1 Schools Selected



16. On the left side of the page. Select **Answer Sheets**.

Test Detail

Go-Math Grade 1 EOY 2016-2017 (Test Key Only) [25380]

Online Passcode: MY9TE9PA

Test Stage: Private Draft Public Draft Ready To Schedule Scheduled In Progress Completed

Test Actions

- Copy Test
- Delete this Test
- Answer Sheets**
- Score Test
- View Usernames
- Student Test Booklet (.doc)

Test Content

Item 1 Multiple Choice

A  
B  
C  
✓ D

Actions

Correct Answer  
D  
Point Value  
1  
Standard ID

17. Scroll down. Click on **Section** to select all class and then on **Generate Answer Sheet**.

View Details

Online Passcode: MY9TE9PA

Test Stage: Private Draft Public Draft Ready To Schedule Scheduled In Progress Completed

SUBJECT: Mathematics ADMINISTRATION DATES: 11/5/2016 - 6/23/2017

GRADE LEVEL: FIRST GRADE COLLECTION STATUS: Not Started

Section

Section Search

Region: District 12 Superintendent

School Type: Elementary

School: 12X300 The School of Sci

Grade Level: FIRST GRADE

Department: -- All Departments --

Course: -- All Courses --

Teacher:

Generate Answer Sheet

Results 1 - 5 of 5

Section	Teacher	# of Students
OFFICIAL CLASS 105 X300 0 RODRIGUEZ 0	RODRIGUEZ, IRIS	24
OFFICIAL CLASS 115 X300 0 REYES 0	REYES, JENNIFER	25
OFFICIAL CLASS 116 X300 0 THOMAS 0	THOMAS, NADINE	25
OFFICIAL CLASS 210 X300 0 STEPHENSON 0	STEPHENSON, FATIMA	13
OFFICIAL CLASS 216 X300 0 MARTIN 0	MARTIN, KERIANN	27

Generate Answer Sheet

17. Message that file is being created will appear at the top of the page after clicking Generate Answer Sheet. Click on circle once it is **red** to download the file. Save and Print answer sheets.

The screenshot displays the NYC Schoolnet Answer Sheet Generator interface. The browser address bar shows the URL: <https://nyc.schoolnet.com/Assess/AnswerSheetGenerator.aspx?id=25380&referrer=~%2fAssess%2fviewtestdetails.aspx%3ftestid%3d25380%26referrer%3d~%252fAssess%252fEditAssign>. The page header includes the NYC Schoolnet logo and a navigation bar with links for School & District Data, Classrooms, and Assessment Admin. A smiley face icon is drawn over the top navigation bar. The main content area displays the title "Answer Sheet Generator" and the test details "Go-Math Grade 1 EOY 2016-2017 [25380]". Below this, there is a "View Details" link and an "Online Passcode: MY9TE9PA". The "Test Stage" section shows a progress bar with stages: Private Draft, Public Draft, Ready To Schedule, Scheduled, In Progress, and Completed. The "SUBJECT: Mathematics" and "ADMINISTRATION DATES: 11/5/2016 - 6/23/2017" are listed. The "GRADE LEVEL: FIRST GRADE" and "COLLECTION STATUS: Not Started" are also shown. A "Section" dropdown menu is present, and a "Generate Answer Sheet" button is visible. The bottom of the page shows a Windows taskbar with the search bar and various application icons.